

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: April 10, 2025

PREPARED BY: Anthony J. Mejia, City Clerk

SUBJECT: RESOLUTION ADOPTING ADMINISTRATIVE POLICY CLRK-003 -
LEGISLATIVE AND INTERGOVERNMENTAL LETTERS

RECOMMENDATION:

Adopt a resolution entitled “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, APPROVING ADMINISTRATIVE POLICY CLRK-003 - LEGISLATIVE AND INTERGOVERNMENTAL LETTERS.”

BACKGROUND/ANALYSIS:

The City of Palm Desert regularly receives requests to issue letters of support or opposition regarding proposed legislation, regional initiatives, partner agency projects, and funding opportunities. While the City has an informal process in place for evaluating and issuing these letters, a formal policy has not previously been adopted.

Administrative Policy CLRK-003 establishes a consistent, transparent, and Brown Act–compliant process for issuing legislative and intergovernmental letters. The policy formalizes current practices and includes the following provisions:

- The Mayor and Mayor Pro Tem may authorize time-sensitive letters on behalf of the City, subject to City Council ratification.
- If a letter is controversial or if the Mayor and Mayor Pro Tem are not in agreement, the item will be agendaized for City Council discussion and direction.
- If both the Mayor and Mayor Pro Tem oppose a letter, the matter may only proceed if a Councilmember independently requests agendaizing the item.
- The City Manager may require any proposed letter to be brought before the City Council.
- At staff’s request, the Mayor may sign letters requesting funding or grants for City-initiated projects without Council ratification.
- A non-deliberative review process is included to allow remaining Councilmembers to raise concerns about draft letters when time permits.
- If a letter is issued by the Mayor and Mayor Pro Tem and the City Council later declines to ratify it, the letter will be considered withdrawn, and the City Clerk will notify the requesting agency accordingly.

Legal Review:

This report has been reviewed by the City Attorney’s Office.

FINANCIAL IMPACT:

There is no financial impact associated with this action.

ATTACHMENTS:

1. Draft Resolution
2. Exhibit A - Policy CLRK-003, Legislative and Intergovernmental Letters